



Health & Safety Guidelines

MMC Pledge

WHAT IS THE MMC PLEDGE?

The College expects all members of the MMC Community (students, faculty and staff) to make a commitment to protect the MMC Community, pledging to take responsibility for their health, the protection of others, and to keep the Martin Methodist College Community safe from the spread of COVID-19.

WHO IS REQUIRED TO COMPLETE THE MMC PLEDGE?

All MMC Students, Staff and Faculty.

WHERE DO I FIND THE MMC PLEDGE?

The MMC pledge can be completed by following this link:

<https://martinmethodist.typeform.com/to/wozjfYuf>

Screening

WHAT TYPE OF SCREENING WILL OCCUR ON CAMPUS?

Symptom self-monitoring will be an expectation of all community members. Members of the campus community will be expected to monitor themselves for symptoms of COVID-19 daily. The College will use the MMC Application to monitor the daily screenings. Screening will occur at administrative building entrances, academic offices and classrooms. Visitors will check-in at the Library.

WHAT QUESTIONS WILL I BE ASKED?

Employees, Students, and Visitors will be expected to answer NO to these questions:

- Are you currently diagnosed or suspected of having COVID-19?
- Have you had a fever above 100.4 in the last 48 hours?
- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?

- Are you experiencing a cough, shortness of breath, chills, sore throat, muscle pain, or headache?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

WHAT HAPPENS IF I REFUSE THE DAILY SCREENING, OR FAIL TO MEET ANY SCREENING STANDARD?

Anyone refusing to daily screen or failing to meet any screening standard is not permitted to enter any campus facilities (Main Campus, East Campus, or Maker Lab).

- Faculty, staff, & students that fail to meet the screening standard must fill out a COVID-19 Self-Isolation Form and contact a COVID-19 Coordinator.
- Employees should contact their area Vice President and supervisor.
- Students should contact the Clinic, their instructors (or Provost), and coaches and athletic trainers if applicable.
- Visitors should reschedule visits after 14 days.

WILL THE COLLEGE CHECK MY TEMPERATURE EVERY DAY?

Random Temperature Screening will occur at all buildings. Screenings will be conducted by security personnel and nursing students.

Masks

DOES MARTIN METHODIST COLLEGE HAVE A FACE MASK POLICY?

Yes. Face masks or coverings (e.g., disposable masks or cloth face coverings) must be worn over your nose and mouth by all staff, faculty, and students on campus when in the presence of others and in public settings (e.g. common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, and restrooms, etc.) and outside when you cannot social distance (6ft of separation).

Exceptions to wearing a face covering:

- When you are alone (e.g. residential room, office, or outside),
- When you are eating and drinking,
- When you are maintaining a social distance of six feet or more from others outside, or
- When an instructor is behind a plexiglass barrier in class, the instructor is not required to wear a mask.

A face shield is not a substitute for a cloth face covering but may be worn in addition to a cloth face covering. Masks worn on campus may not include exhalation valves or vents. The CDC does not recommend using masks for source control if they have an exhalation valve or vent.

WILL THE COLLEGE SUPPLY MASKS?

Yes. Each student will receive an MMC cloth face mask. Disposable masks will also be provided in all facilities. Disposable masks may only be worn for 24 hours.

AM I REQUIRED TO WEAR MY MASK IN MY RESIDENTIAL ROOM WITH MY ROOMMATE?

No. An individual room in a residence hall or apartment will be considered as a private residence under the masking directive, and the students living in that room/apartment/house will be considered part of a “family group”.

ARE FACE SHIELDS AN ACCEPTABLE ALTERNATIVE TO FACE MASKS?

No. It is not known if face shields provide any benefit as a source of control to protect others from the spray of respiratory particles. The CDC and TN Dept. of Health does not recommend the use of face shields for normal everyday activities or as a substitute for masks. However, students, lab assistants, and faculty will have face shields as a part of their protective gear.

Physical Distancing

WHAT IS PHYSICAL DISTANCING?

Physical distancing, also called “social distancing,” means keeping a safe space between yourself and other people who are not from your household or “family unit.” To practice physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

SHOULD COWORKERS TRY TO PHYSICAL DISTANCE IN THE WORK PLACE?

Employees in the same unit (e.g. Financial Aid, Student Life, Library) should try to social distance throughout the day. This will help reduce the number of employees required to self-isolate if someone in the unit tests positive for COVID-19. It is still a good practice to use TEAMS meetings when you cannot physical distance.

Testing

WILL I BE TESTED WHEN I GET TO CAMPUS?

No, but residential students will be asked to abide by a Residential Pledge:

“For 14 days prior to my move-in date I pledge to:

Protect Myself, Others, and the MMC Residential Community by:

- Monitoring and reporting it to a medical professional any symptoms of COVID-19,
 - fever of 100.4 F (38 C) or higher,
 - dry cough,
 - shortness of breath,
 - chills,
 - repeated shaking with chills,
 - muscle pain,
 - headache,
 - sore throat, or
 - loss of taste or smell,
- Remaining in my residence, only leaving my residence for essential items. Essential items include:
 - Picking up take-out,
 - Picking up items from the grocery,
 - Picking up medications,
 - Going to work,
 - Exercising outdoors, or
 - Getting medical care.

- Avoiding contact with non-household members
- Washing my hands often with soap and water or using hand sanitizer,
- Maintaining appropriate social distancing when I am outside my residence,
- Wearing an appropriate face mask and other protective gear when I am outside my residence,
- Staying home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19, and
- Monitoring for and reporting all symptoms/cases of COVID-19 to the Residential Staff during the period of time.”

Testing/Vaccinations

WHAT TYPE OF TESTING WILL OCCUR ON CAMPUS?

Symptomatic individuals will be tested in coordination with the Giles County Health Department, and voluntary testing will be encouraged. Testing protocols will be in accordance with CDC and State of Tennessee health guidelines and recommendations.

WILL THE COLLEGE HAVE FLU VACCINES THIS YEAR?

Yes. These are available at no charge.

WILL FLU SHOTS BE REQUIRED?

Yes. All members of the campus community will need a flu shot unless they receive an exemption. Members of the campus community will be asked to have the shot before the start of the spring semester in January 2021. The flu shot requirement is based on the advice of public health experts.

MMC Events

WILL THERE BE RESTRICTIONS ON THE SIZE OF MEETINGS AND EVENTS?

Yes. MMC will abide by the State of Tennessee restrictions, limiting events to 50 people.

All events must also have the capacity to keep 6 feet of physical distance between individuals in attendance. The College will continue to monitor the latest CDC and State guidance and will share additional information about fall campus events.

WILL STUDENTS BE ABLE TO HAVE EVENTS?

Student Organizations will be able to meet if they abide by MMC event guidelines.

- Events/Meetings must provide a safety plan on how the organization will social distance and enforce the wearing of masks.
- All events will be smaller and many will be outside.
- Student Organizations must register with the Assistant Director of Student Activities.
- All meetings/events must be listed on the MMC App.
 - All attendees must register on the MMC App.
- No event or meeting can exceed 50 attendees.
- Any food or drink served at an event must be pre-packaged and single serve.

Campus Visitors

WILL MARTIN METHODIST COLLEGE LIMIT CAMPUS VISITORS IN THE FALL?

Yes. The College will limit campus visitors to essential personnel, vendors, and College-invited guests within the premises, unless deemed otherwise necessary.

Departments expecting visitors will communicate expectations and policies to visitors and guests before they arrive on campus.

Residential students will not be allowed to invite guests into their residential hall, with the exception of Move-In and Move-Out (see Student Life section).

WILL ANY FACILITIES BE CLOSED TO COMMUNITY GUESTS?

Yes. The Library, Movie Theater, Dining Hall, RedHawk Café/Starbucks and all Residential Facilities will be closed to community visitors in the Fall.

- Vendors must be screened at the Library.
- Prospective students must be screened at the Admissions Office.
- Fitness Members must be screened at the Gym.
- Pre-Approved events must be screened by Sponsoring group.
- Visiting Teams/Officials must be screened by Athletics.

Travel

WILL THERE BE RESTRICTIONS ON PERSONAL TRAVEL?

Everyone is strongly encouraged to stay in the Southern Middle Tennessee area until Thanksgiving Break (November 25, 2020). However, if travel is necessary, take every precaution and self-monitor carefully for illness for 14 days following return.

WILL THERE BE RESTRICTIONS ON INTERNATIONAL TRAVEL?

International 14 Day Safe at Home: Anyone travelling to campus from outside the U.S. must stay at their new residence (on-campus or off-campus) as much as possible for 14 days and follow this guidance:

- Avoiding contact with others.
- When around others, [stay at least 6 feet](#) (about 2 arms' length) from other people who are not from your apartment/room. (indoors and outdoors).
- Wear a [mask](#) to keep your nose and mouth covered when you are outside of your apartment/room.
- [Wash your hands](#) often or use hand sanitizer (with at least 60% alcohol).
- Monitoring and reporting to a medical professional any symptoms of COVID-19,
 - fever of 100.4 F (38 C) or higher,
 - dry cough,
 - shortness of breath,
 - chills,
 - repeated shaking with chills,
 - muscle pain,
 - headache,
 - sore throat, or
 - loss of taste or smell,

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- Remain in my apartment/room, only leaving my residence for essential items. Essential items include:
 - Picking up take-out,
 - Picking up items from the grocery,
 - Picking up medications,
 - Getting medical care.

Students will be given a date indicating when they can integration with the campus. The Campus Integration date is based on their date of arrival to the US.

International travel prior to and during the semester is discouraged and requires prior approval by area vice president. If travel occurs, the community member should plan for a 14-day Safe at Home period that allows for on-time return to teaching, class attendance, on-campus activities, athletic participation, work, etc.

WILL THERE BE RESTRICTIONS ON MMC SPONSORED TRAVEL?

The College encourages everyone to avoid overnight travel whenever possible. The safety of the MMC Community is our number one priority. Consult the current travel guidelines for the states in which the proposed travel is to occur and remain apprised of the status of those guidelines. MMC travel should be preapproved by area supervisor.

MMC Clinic

WILL THE MMC CLINIC BE OPEN FOR APPOINTMENTS?

Yes. Clinic visits will be by appointment only to control Clinic traffic. The student can certainly call/email and come to the clinic ASAP within the clinic hours if that slot is available. With the call prior to visit, a decision can be made for a telemedicine visit versus a face-to-face Clinic visit.

WILL MMC COUNSELING SERVICES BE AVAILABLE FOR THE FALL SEMESTER?

Yes. Counseling visits will be by tele-med unless the Counselor determines a face-to-face visit is needed.

Remote Work / Absenteeism

WILL EMPLOYEES HAVE REMOTE WORK OPTIONS IN THE FALL?

Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) may work from home or stagger schedules when necessary and feasible. Advance permission from area Vice President or supervisor is required.

Environmental Services

WHAT TYPE OF ENVIRONMENTAL EFFORTS ARE OCCURRING ACROSS CAMPUS TO PROTECT THE MMC COMMUNITY?

Environmental Services will be wiping down doorknobs, computer lab keyboards, handrails, and desks with an alcohol-based cleaner as a normal routine cleaning function effective immediately.

- Building occupants are encouraged to wipe down commonly used surfaces in their offices.
- Buildings will have designated entrances and separate designated exits. Traffic will be one way.
- MMC has removed all high touch items (e.g. rack cards, magazines, pens, pencils).
- Extra chairs and desks have been removed in conference rooms and classrooms in order to facilitate physical distancing at all times.
- Residential Life kitchens are closed.
- Touchless water stations may stay open, but water fountains will be closed.

Closures/Online Classes

WHAT CIRCUMSTANCES COULD LEAD TO THE COLLEGE GOING ONLINE?

College administrators are monitoring the local, state, and national situation daily. We will consider positivity rates, hospital capacity, average new cases per day (on campus, in the county, and in the region) and other data to make policy decisions regarding changes that affect students on campus.